

AGENDA
JEFFERSON COUNTY COMMISSION
FIRST QUARTERLY SESSION - JANUARY-MARCH 2019
THURSDAY, FEBRUARY 21, 2019
6:00 P.M.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- February 5, 2019 - BORE
- February 5, 2019 - Budget Forum
- February 6, 2019 - Special Session
- February 7, 2019 - Regular Meeting
- February 7, 2019 - BORE
- February 12, 2019 - BORE

APPROVAL OF PURCHASE ORDERS

- February 21, 2019

APPROVAL OF ACCOUNTS PAYABLE

- February 7, 2019
- February 14, 2019
- February 21, 2019

APPROVAL OF MANUAL CHECKS

- February 8, 2019
- February 15, 2019
- February 22, 2019

APPROVAL OF PAYROLL

- January 24, 2019

ANNOUNCEMENTS

- Report if there are changes in the agenda if applicable

PUBLIC COMMENT (6:10 p.m. - 6:30 p.m) PRESENTATIONS

1. 6:30 p.m. Angie Banks, Assessor - Approval of Employment - Discussion/Action
2. 6:45 p.m. Pete Dougherty, Sheriff
 - Vehicle Donation - Discussion/Action
 - Hire New Bailiff/Trip Guard - Discussion/Action
3. 7:00 p.m. Roger Goodwin, Chief County Engineer
 - Request Approval of Employment Offer to Fill the Position of Office Clerk in the Department of Engineering, Planning, and Zoning - Discussion/Action
4. 7:15 p.m. Interviews and Appointments - Discussion/Action
 - Water Advisory Committee - one three year term ending January 31, 2022
 - Board of Zoning Appeals - one three-year term ending January 1, 2022
 - NEREMS, Inc. - one two-year term ending October 31, 2021
5. 7:30 p.m. MARC Train Resolution - Discussion/Action (JT)
6. 7:45 p.m. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of Jefferson County Civil Action #17-C-282 - Discussion/Action
 - Discussion of renewal of County cable franchise agreement and related issues - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #18-P-132 - Discussion/Action
 - Discussion of EEOC Charge #533-2018-01557 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #18-C-171 - Discussion/Action
 - Discussion of EEOC Charge #533-2017-00706 - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action # 18-C-201 - Discussion/Action
 - Discussion of Board of Health septic tank permitting process and procedures - Discussion/Action
 - Discussion of Jefferson County Circuit Court Civil Action #19-AA-1 - Discussion/Action

NEW BUSINESS

7. Legislative Updates
8. Court House Complex Committee - Discussion/Action (JT)

COUNTY ADMINISTRATOR REPORTS

COUNTY COMMISSION REPORTS

DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCY WRITTEN REPORTS

- Office of Engineering, Building Permits & Inspections, Impact Fees and Ordinance Compliance & Floodplain Management Quarterly Report
- GIS Office Quarterly Report

9. ADJOURN

CORRESPONDENCE/INFORMATION

Special Session on Tuesday, February 26, 2019 at 6:00 p.m.

Special Session on Wednesday, February 27, 2019 at 6:00 p.m.

Public Hearing, March 7, 2019 at 1:30 p.m. regarding Amendment to the Impact Fees Procedures Ordinance.

Correspondence received from Concerned Citizens of Boonsboro, MD regarding Opposition Statement on Rockwool Plant Proposed for Jefferson County, WV.

Correspondence received from FEMA Region III regarding Jefferson County's Hazard Mitigation Plan.

Correspondence received from Margaret Woelkers regarding a request to take under consideration of a Drug House Ordinance.

At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.

FIRST QUARTER TERM: (Board of Review and Equalization)

State of West Virginia, County of Jefferson, to-wit:

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 5, 2019, beginning at 1:30 p.m.

PRESENT: Patricia Noland, Commission President
Jane Tabb, Commission Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Ralph Lorenzetti, Commissioner

STAFF: Angie Banks, Assessor
June Bowers, Sr. Appraiser
Jessica Carroll, Recording Clerk

In re: **2019 Board of Review and Equalization**

President Noland opened the meeting at 1:30 pm and Mr. Compton led the Pledge of Allegiance. Angela Banks, Jefferson County Assessor, notified the Commission that no hearings were scheduled for the afternoon and the deadline to schedule a hearing would be close of business on Friday, February 8.

- **There being no further business, motion by Ms. Noland to recess as a Board of Review and Equalization and reconvene in the same capacity on Thursday, February 7, 2019 at 1:30 pm. Motion seconded and unanimously approved.**

Patricia A. Noland, COMMISSION PRESIDENT

SPECIAL SESSION

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Tuesday, February 5, 2019, beginning at 7:00 o'clock p.m.

PRESENT: Patricia Noland, President
Jane Tabb, Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Ralph Lorenzetti, Commissioner
Stephanie Grove, County Administrator
Michelle Gordon, Finance Director
Sandy McDonald, Deputy County
Administrator

In re: FY20 Public Budget Forum

The meeting was called to order at 7:02 p.m. by Commissioner Noland.

Michelle Gordon, Finance Director, provided the audience with an overview of the revenue and expenditures for the upcoming fiscal year and a summary of the budget requests for each department and elected official. Ms. Gordon explained that the requests were just that at the moment, but if the County were to fulfill all of the submitted requests, there would be a deficit of approximately 2.5 million dollars. Ms. Gordon stated the Commissioners would be meeting the week of February 11, 2019 to hear from each department and elected official regarding their budgetary requests for the upcoming fiscal year, and these meetings would be open to the public, streamed live on the website, and archived for later viewing. Ms. Gordon also noted the schedule for the budget talks was currently available on the County website and the County Facebook page.

Ms. Gordon, Ms. Grove, and the Commissioners then fielded questions from the attendees regarding the information presented.

There being no further business the Commissioners thanked the public for their attendance and the forum adjourned at 8:16 pm.

Patricia A. Noland, PRESIDENT

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

SPECIAL SESSION

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held in the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Wednesday, February 6, 2019, beginning at 9:30 o'clock a.m.

PRESENT: Patricia Noland, President
Jane Tabb, Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner
Ralph Lorenzetti, Commissioner
Stephanie Grove, County Administrator
Jessica Carroll, Administrative Assistant

In re: Discussion of the Jefferson County Development Authority Board of Directors

The meeting was called to order by President Noland at 9:31 am and Commissioner Hudson led the Pledge of Allegiance.

PUBLIC COMMENT

Lynne Bocchiario, resident –spoke regarding the Jefferson County Development Authority and its mission.

Karen Glennon, resident – spoke regarding the Jefferson County Development Authority and stated she was against the reconstitution of the JCDA.

Tim Ross, resident – stated there were many qualified applicants to serve on the Jefferson County Development Authority Board.

Diane Blust, resident – spoke against the reconstitution of the Jefferson County Development Authority Board of Directors.

Nancy Gregory, resident – shared her concerns regarding the potential for serious air pollution from Rockwool Ranson.

Kurt Compton, resident – spoke against the reconstitution of the Jefferson County Development Authority Board of Directors.

David Levine, resident – stated the County should invest in “smart growth research” in terms of attracting businesses to the area.

Addison Reese, resident – spoke against the reconstitution of the Jefferson County Development Authority Board of Directors.

Ruth Hatcher, resident – spoke in opposition to Rockwool Ranson.

Kai Newkirk, former resident – spoke in opposition to Rockwool Ranson.

1. Discuss options for reconstituting the Jefferson County Development Authority Board of Directors
 - a. Creation of department under County Commission and possible budget impact
 - b. Making the County Commission an advisory committee to the Jefferson County Development Authority
 - Effect on current bonds/future bonds/receivership
 - **Motion by Ms. Noland to enter into Executive Session to receive legal advice regarding the reconstitution and/or reorganization of the Jefferson County Development Authority Board of Directors. Motion seconded and passes on a vote of 3-2 with Commissioners Lorenzetti and Tabb opposing.**
 - **Motion by Mr. Hudson to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to authorize counsel to provide the Commission and the public with a report outlining the various possible options for boards, committees, etc. dealing with local economic development. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to require the Jefferson County Development Authority to provide financials and updates on major projects at each County Commission meeting while the board is non-operational due to a lack of quorum. Motion seconded and unanimously approved.**
 - Appointment of Labor Representative to the Jefferson County Development Authority Board of Directors
 - It was the consensus of the Commission to appoint a Labor Representative to the Jefferson County Development Authority. Brandon Fisher received two votes (Compton, Hudson) while Dave Dinges received three votes (Noland, Lorenzetti, Tabb). After receiving the majority vote, Dave Dinges was appointed to the Jefferson County Development Authority for one three-year term as Labor Representative ending April 5, 2022.
2. Discuss Jefferson County Development Authority Board of Directors applicant interview and selection process
 - It was the consensus of the Commission to continue the first round of applicant interviews on the evenings of February 26th and 27th from 6-9pm. The Commission stated they'd have their selections to staff by Friday, March 1st and the second round of interviews would take place on the evening of Thursday, March 7.
3. The special session was adjourned at 12:37 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

Respectively Submitted:
Jessica D. Carroll
Administrative Assistant

Minutes
Jefferson County Commission
Thursday, February 7, 2019

A meeting of the Jefferson County Commission was held on Thursday, February 7, 2019 during the first quarterly session in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Ralph Lorenzetti, Patricia Noland, and Jane Tabb. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; Jacqueline Shadle, County Clerk; and Jim Eddy, Bailiff. (An audio tape of the Thursday, February 7, 2019 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Compton to approve the January 31, 2019 Regular Meeting Minutes as presented Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the January 31, 2019 Board of Review and Equalization as presented/ Motion seconded and unanimously approved.

PUBLIC COMMENT

Lynne Bocchiaro, resident – spoke regarding the Jefferson County Development Authority Board.

Diane Blust, resident – spoke regarding the Jefferson County Development Authority Board.

Jay Mansfield, resident – expressed concerns regarding emissions and pollution from Rockwool Ranson.

David Tabb, resident – made comments regarding the County budget and complained about the time cap on public comment.

Nicola Bastian, resident – expressed concerns regarding emissions and pollution from Rockwool Ranson.

Ruth Hatcher, resident – stated the Commission wouldn't be interested in having Rockwool in the County if they happened to live near the future facility.

PRESENTATIONS

1. Jacqueline Shadle, County Clerk – requested the approval of employment for a new finance clerk – this item was postponed as the prospective employee declined the offer of employment.
2. Interview and Appointment to the Jefferson County Farmland Protection Board – one unexpired term for Farmer-at-Large ending September 7, 2020.
 - **Motion by Ms. Tabb to appoint Catharine Johnson to the Jefferson County Farmland Protection Board for an unexpired term ending September 7, 2020 as a Farmer-at-Large. Motion seconded and unanimously approved.**
3. The Commission recessed for break at 10:30 am.
The Commission reconvened at 11:00 am.
4. Dr. David Didden, John Bresland, and Robert Custard, Jefferson County Health Department – discussed environmental issues related to the Jefferson County Health Department.
5. Roger Goodwin, Chief County Engineer
 - a. Chapel View Subdivision, Phase 2 (JCPC File No. 03-11) – Request for County Commission to Approve Plan for the HOA to Complete Site Work
 - **Motion by Ms. Tabb to approve the Chapel View Subdivision HOA being allowed to manage the completion of the site improvements, as outlined in the draft letter from the Engineering Office dated February 7, 2019. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to approve reimbursement to the Chapel View Subdivision HOA for invoices paid to date from CTL Engineering, Inc., in the amount of \$15,482.05. Motion seconded and unanimously approved.**

b. Presentation of Calendar Year 2018 Annual Report for the Office of Impact Fees

- **Motion by Ms. Noland to accept the 2018 Annual Report for the Office of Impact Fees, as presented. Motion seconded and unanimously approved.**
- **Motion by Mr. Compton to stay the inflationary adjustments to the impact fees. Motion seconded and unanimously approved.**

c. Presentation of the FY2020 Capital Improvement Plan for the Office of Impact Fees

- **Motion by Ms. Noland to approve the FY 2020 Capital Improvement Plan for the Office of Impact Fees, as presented. Motion seconded and unanimously approved.**

d. Impact Fees Procedures Ordinance – Proposed Ordinance Amendment to Affordable Housing Discount

- **Motion by Ms. Tabb to accept the proposed Impact Fee Procedures Ordinance affordable housing discount fee amendment, for apartment and condominium units, as submitted and to schedule a public hearing for the 7th day of March at 1:30 pm. Motion seconded and unanimously approved.**

6. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of Jefferson County Civil Action #17-C-282
- Discussion of Renewal of County Cable Franchise Agreement and related issues
- Update on Jefferson County Circuit Court Civil Action #18-P-132
- Update on Jefferson County Circuit Court Civil Action #18-C-158
- Discussion of EEOC Charge #533-2018-01557
- Discussion of Jefferson County Circuit Court Civil Action#18-C-171
- Discussion of Jefferson County Circuit Court Civil Action#18-C-201
- Discussion of Jefferson County Circuit Court Civil Action#18-C-108
- Discussion of EEOC Charge #533-2017-00706
- Discussion of City of Charles Town's request to allow parking in the County parking lots & possible MOU
- Discussion of the Board of Health septic tank permitting process and procedures
- Discussion of Intergovernmental Agreement with Corporation of Bolivar for tax collection services
- **Motion by Mr. Compton to approve the intergovernmental agreement with the Corporation of Bolivar for tax collection services, as presented. Motion seconded and unanimously approved.**

- **Motion by Ms. Noland to enter into Executive Session to receive legal advice on the following: Jefferson County Circuit Court Civil Action#18-C-108; Jefferson County Circuit Court Civil Action#18-C-201; Jefferson County Circuit Court Civil Action#18-C-171; Jefferson County Circuit Court Civil Action #18-C-158; Jefferson County Circuit Court Civil Action #18-P-132; Jefferson County Civil Action #17-C-282. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to come out of Executive Session. Motion seconded and unanimously approved.**
7. The Commission recessed for lunch at 12:15pm.
The Commission reconvened at 1:30 pm.

UNFINISHED BUSINESS

8. Discussion of JCDA options and appointments – there was no discussion on this topic.

NEW BUSINESS

9. Legislative Updates
10. The Commission adjourned at 12:43 pm on a motion by Mr. Compton. Motion was seconded and unanimously approved.

Patricia A. Noland, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

FIRST QUARTER TERM: (Board of Review and Equalization)

State of West Virginia, County of Jefferson, to-wit:

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Thursday, February 7, 2019, beginning at 1:30 p.m.

PRESENT: Patricia Noland, Commission President
Jane Tabb, Commission Vice President
Josh Compton, Commissioner
Caleb Hudson, Commissioner

STAFF: Angie Banks, Assessor
June Bowers, Sr. Appraiser
Jessica Carroll, Recording Clerk

In re: 2019 Board of Review and Equalization

President Noland opened the meeting at 1:30 pm. Angela Banks, Jefferson County Assessor, notified the Commission that no hearings were scheduled for the afternoon.

- **There being no further business, motion by Ms. Noland to recess as a Board of Review and Equalization and reconvene in the same capacity on Tuesday, February 12, 2019 at 1:30 pm. Motion seconded and unanimously approved.**

Patricia A. Noland, COMMISSION PRESIDENT

FIRST QUARTER TERM: (Board of Review and Equalization)

State of West Virginia, County of Jefferson, to-wit:

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 12, 2019, beginning at 1:30 p.m.

PRESENT: Jane Tabb, Commission Vice President
Caleb Hudson, Commissioner
Ralph Lorenzetti, Commissioner

STAFF: June Bowers, Sr. Appraiser
Nathan Cochran, Assistant Prosecuting Attorney
Jessica Carroll, Recording Clerk

In re: 2019 Board of Review and Equalization

Vice President Tabb opened the meeting at 1:30 pm. June Bowers, Senior Appraiser for the Jefferson County Assessor's Office, notified the Commission that no hearings were scheduled for the remainder of the Board of Review and Equalization. Ms. Bowers also presented the Commission with two mutual agreements reached between taxpayers and the Assessor's Office.

- **Motion by Mr. Lorenzetti to accept the letter of mutual agreement with Gina Biller to reduce the assessed value of Ms. Biller's vacant lot from \$64,600 to \$47,800, as presented. Motion seconded and unanimously approved.**
- **Motion by Mr. Lorenzetti to accept the letter of mutual agreement with Lane and Rebecca McIntosh to reduce the assessed value of a vacant home from \$178,000 to \$127,800, as presented. Motion seconded and unanimously approved.**
- **There being no further business, motion by Ms. Tabb to recess as a Board of Review and Equalization and reconvene in the same capacity on Friday, February 15, 2019 at 1:30 pm. Motion seconded and unanimously approved.**

Patricia A. Noland, COMMISSION PRESIDENT

PURCHASE ORDERS TO BE APPROVED

February 21, 2019

DEPARTMENT	P.O. NUMBER	AMOUNT	VENDOR	DESCRIPTION
Engineering/Addressing	52829	\$ 10,450.00	ESRI, Inc.	ARCGIS Software
GRAND TOTAL		\$ 10,450.00		



THE COUNTY COMMISSION OF JEFFERSON COUNTY

Charles Town West Virginia 25414

REQUISITION

No. **52829**

VENDOR

DELIVER TO


ESRI INC.
380 NEW YORK STREET
REDLANDS, CA 92373

JEFFERSON COUNTY COMMISSION
ATTN: GIS/ADDRESSING
116 E. WASHINGTON STREET
CHARLES TOWN, WV 25414

QUANTITY	DESCRIPTION - BUDGET LINE - ITEM NUMBER	PRICE	UNIT	AMOUNT
1	ARCGIS DESKTOP Advanced CONCURRENT			3,000 00
1	ARCGIS DESKTOP STANDARD CONCURRENT			1,500 00
1	ARCGIS DESKTOP BASIC CONCURRENT PRIM			700 00
1	ARCGIS DESKTOP BASIC CONCURRENT SEC			500 00
1	ARCGIS SPATIAL ANALYST			500 00
1	ARCGIS DESKTOP BASIC SINGLE PRIMARY			400 00
1	ARCGIS EXTENSIONS			2100 00
1	ARCGIS NETWORK ANALYST			500 00
1	ARCGIS ENTERPRISE (2 CORES)			1250 00
				<hr/>
				\$ 10,450 00
	BUDGETED FOR: <u>0014280335600066000</u>			
	ENGINEERING\GIS ADDRESSING			

1. ENTER NAME AND MAILING ADDRESS OF VENDOR IN SPACE PROVIDED
2. PROVIDE MAILING AND/OR SHIPPING ADDRESS. ITEMS THAT ARE SHIPPED MUST HAVE STREET ADDRESS.
3. PROVIDE A DESCRIPTION OF ITEM(S) BEING REQUESTED
4. INCLUDE BUDGET LINE-ITEM NUMBER TO BE CHARGED FOR EACH ITEM.
5. SIGN AND FORWARD TO COUNTY COMMISSION. UPON APPROVAL, A COUNTER-SIGNED COPY WILL BE RETURNED FOR YOUR RECORDS

THE ITEMS REQUESTED ABOVE ARE NECESSARY AND FOR THE EXCLUSIVE USE OF THIS DEPARTMENT.

 2/13/2019
Signature Date

PURCHASE OF THE ABOVE REQUESTED ITEMS APPROVED. FUNDS HAVE BEEN ENCUMBERED.

Signature

Date

DESCRIPTION	Fund 001 CO.	Fund 003 Dog	Total
Gross Wages	\$ 402,751.93		\$ 402,751.93
	\$ -		
6.2% Tax Payable OASDI	\$ 23,951.19		\$ 23,951.19
1.45% Tax Payable HI	\$ 5,601.53		\$ 5,601.53
Fed Withholding	\$ 37,014.48		\$ 37,014.48
WV State Withholding	\$ 17,284.28		\$ 17,284.28
PERS Retirement Deduct 4.5%	\$ 10,251.23		\$ 10,251.23
PERS Retirement Deduct 6%	\$ 3,998.65		\$ 3,998.65
Hosp. Pre-Tax	\$ 14,453.00		\$ 14,453.00
Cancer/ICU Pre-Taxed	\$ 299.85		\$ 299.85
Cancer/ICU Not Pre-Taxed	\$ 1,449.03		\$ 1,449.03
Optional Life Not Pre-Taxed	\$ 2,043.49		\$ 2,043.49
Christmas Club	\$ 4,925.00		\$ 4,925.00
Wage Attach #1	\$ 713.25		\$ 713.25
Wage Attach #3	\$ 500.00		\$ 500.00
DSRS Retirement Deduct 8.5%	\$ 6,787.59		\$ 6,787.59
457 - Nationwide	\$ 849.00		\$ 849.00
457I - Empower	\$ 2,280.00		\$ 2,280.00
457R - Roth	\$ 520.00		\$ 520.00
MD State Tax	\$ 628.51		\$ 628.51
DVF	\$ 1,689.63		\$ 1,689.63
VA. State Tax	\$ 119.81		\$ 119.81
COLONIAL(PLUS)	\$ 81.60		\$ 81.60
Total Deductions	\$ 135,441.12	\$ -	\$ 135,441.12
Net Wages Total	\$ 267,310.81	\$ -	\$ 267,310.81
Payroll Date	24-Jan-2019		

AGENDA REQUEST FORM
www.jeffersoncountyvva.org



Name: **Angela Banks**

Department or Organization: **Assessor**

Estimation of amount of time needed for appointment: 5 to 10 minutes.

Date Requested – 1st Choice: **February 21, 2019**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): New Hire

Please provide the County Commission with a description of your request or presentation, including any background information:

I would like the County Commission to approve Amy Berry to fill the vacant clerk's position in the assessor's office.

Is this a funding request? **NO**

If so, how much? **\$**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty

Department or Organization: **Sheriff's Office**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **Next meeting**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Vehicle Donation

Please provide the County Commission with a description of your request or presentation, including any background information:

The Sheriff's Office is in possession of a 2006 Ford Taurus (last 4 of VIN 1116) that I would like to donate to the JCESA.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

I move to approve the donation of the 2006 Ford Taurus to the JCESA

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address: pdougherty@jcsdvw.com

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pete Dougherty

Department or Organization: Sheriff's Office

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice next meeting

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): Hire New Bailiff/Trip Guard

Please provide the County Commission with a description of your request or presentation, including any background information:

With a recent resignation, a vacancy was created within our Bailiff/Trip Guard list. I would like to fill that vacancy with the hire of Jennifer Deal.

To be able to appropriately handle the funds, the county will need to approve an order to establish special revenue fiduciary fund for the equitable sharing agreement

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request: none

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

I move to approve the hire of Jennifer Deal as a Bailiff/Trip Guard.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address: pdougherty@jcsdvw.com

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Department of Engineering, Planning & Zoning**

Estimation of amount of time needed for appointment: **10 minutes**

Date Requested – 1st Choice: **February 21, 2019**

Date Requested – 2nd Choice: **March 7, 2019**

Subject (*Wording to be placed on agenda*): **Request Approval of Employment Offer to Fill the Position of Office Clerk in the Department of Engineering, Planning & Zoning.**

Please provide the County Commission with a description of your request or presentation, including any background information:

The Director of Engineering, Planning & Zoning is requesting approval of employment offer to fill the position of Office Clerk in the Department of Engineering, Planning & Zoning. The position is vacant due to the recent retirement of an employee.

The position was advertised, resumes and applications received and reviewed, interviews conducted, and a qualified person selected for the position.

The current budgeted salary amount is \$35,000/year. The proposed action is an FY 2019 & FY 2020 budget neutral action. No additional funding is needed.

Is this a funding request? **No; funding is already provided in the FY 2019 Engineering, Planning & Zoning Department budget.**

If so, how much?

Motion Requested: **Yes**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Move to approve the offer of employment, at \$35,000 per year, to fill the position of Office Clerk in the Department of Engineering, Planning & Zoning.

Attach supporting documents for request, or request may be denied.

If not attached, explain: **N/A**

Is equipment needed? Projector Y/N **No** Internet/Wi Fi Y/N **No** Telephone for conference call Y/N **No**

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **February 21, 2019**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interview/Appointment to the Jefferson County Water Advisory Committee – one three-year term ending January 31, 2022 – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 21, 2019, or as soon thereafter as the Commission may decide:

Water Advisory Committee - three unexpired terms ending January 31, 2021 and four (4) three-year terms ending January 31, 2022

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 pm the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

February 6 and February 13

THANKS - JEFFERSON COUNTY COMMISSION

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Oscar C. Stine

Home Telephone Number: 304 876-2009

Work Address: University of Maryland Baltimore MD 21201

Work Phone Number: 410-706-1607

Mobile Phone Number: 410

E-mail Address: OCS PHD @GMAIL.COM

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: PROFESSOR

Education: High School _____

graduate school / College University of Virginia, Ph.D

Trade/Business School _____

Are you a United States citizen? Yes X No ___

Are you a West Virginia resident? Yes ___ No ___

Are you a resident of Jefferson County? Yes ___ No ___

Are you able to produce verification of residency? Yes ___ No ___

(Proof of paying personal property tax, voter registration, etc.) YES, I own and operate a 300 acre farm

Address: 7633 Flowering Springs Road

Shepherdstown, WV 25443

Water Advisory Board
Macy Sell
asked if I would join

Magisterial District: _____

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

SEPARATE SUBMISSION

Organization Memberships and Positions Held : _____

Have you even been convicted of any felonies? If yes, please list. NO

Date:	Offense:

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Olivia Stein Date: 1/3/2019

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

January 9, 2019

Letter to the Jefferson County Commissioners

Re: Appointment to the Water Advisory Committee

Dear Commissioners;

I would like to be appointed to serve on the Jefferson County Water Advisory Committee. My Grandfather bought my family's first farm in Jefferson County in 1929 and my family has been farming here ever since. I and my sisters have inherited our family farm and will continue operating it. Our farmland is covered by an easement from the Farmland Protection Board. We raise beef cattle and crops. Our cattle drink water from our spring fed stream.

I believe that I can help the Water Advisory Committee in many ways. First, I can provide a farmer's point of view. Second, from 2002 to 2004, I served as a member of an Advisory Committee to the National Drinking Water Advisory Committee to the USEPA. Thus, I am familiar with drinking water regulations from national perspective. Third, I am a Professor of Epidemiology and Public Health at the University of Maryland, School of Medicine. [I commute to our family farm every weekend to keep the operation running smoothly and soon, when I retire from the University, I will move there permanently.] As part of my work, I have demonstrated expertise in microbiology, the use of state of the art DNA technologies to detect pathogens, and epidemiology, the study of infectious and chronic diseases in human populations. Thus, I can help monitor and understand the results of the cleanliness of our water supplies. Fourth, I have extensive experience, 21 years at the University, and success preparing grants, as evidenced by the 80% of my salary and 100% of the salaries of the people who work for me that comes from grants that I help prepare. I believe I would be an asset to the Water Advisory Committee when they prepare grants.

I have talked to Mary Sell, Barbara Hume and Matthew Pennington about the possibility of serving on the Water Advisory Committee. Each of them has responded positively. After a long conversation with Mary about water issues in the county, she ask if I would apply for a position.

I will faithfully attend meetings and be an active member preparing reports, monitoring what is happening in the county and informing the public about our water supplies. We all believe in maintaining safe drinking water, but in order to keep it clean, we need constant vigilance. I would be happy to help to contribute to the constant vigilance of water supplies in Jefferson County for the next three years, if I am appointed to the Water Advisory Committee.

Sincerely,

Oscar Colin Stine, Ph.D.

Elmwood Fields NG LLC

7633 Flowing Springs Road

Shepherdstown, WV 25443

RESUME

OSCAR COLIN STINE, Ph.D.

Professor of Epidemiology and Preventive Medicine
Scientific Director of the Genomics Core
School of Medicine
University of Maryland Baltimore

Date January 2019

Personal information

1. Business Address Elmwood Fields NG LLC
7633 Flowing Springs Road
Shepherdstown, WV 25443
Phone Number (304) 876-2009
E-mail ocsphd@gmail.com

2. Business Address 596 Howard Hall
660 W. Redwood Street
Baltimore, Maryland 21201
Phone Number (410) 706-1607
E-mail ostin001@umaryland.edu

I work on my family farm in Jefferson County, West Virginia on weekends and during the week at the University of Maryland.

Family Farm

300 acres, cow calf operation and crops, hay, corn, soybeans, wheat

1971-Pres. Laborer on my family's farm. I have worked during the weekends, summers and vacations.
2004-2018 Vice-President of Elmwood Fields, Inc.
2018-Pres. Managing Member, Elmwood Fields NG, LLC.

Positions and Employment

1990-1997 Assistant Professor of Psychiatry, Johns Hopkins School of Medicine.
2002. Assistant Professor of Epidemiology and Preventative Medicine, University of Maryland Baltimore.
2000-2013 Scientific Director of the Biopolymers/Genomics Core, University of Maryland Baltimore.
2002-2012 Associate Professor of Epidemiology and Public Health, University of Maryland Baltimore.
2012-Pres. Professor of Epidemiology and Public Health, University of Maryland Baltimore.

Other Experiences and Professional Memberships

- 2002-2004 ***Member Advisory Committee to the National Drinking Water Advisory Committee to the EPA.***
- 2002-2008 External Review Board, Research Center at Minority Institutions Grant, Morgan State University.
- 2014-Pres. ***Member WHO Global Task Force for Cholera Control, Working Group on Laboratory Methods***

Honors

- 1983 Honors in Biology, Kalamazoo College
- 1985 Junior Fellow, Society of Fellows, University of Virginia
- 1989-1990 Pew Fellow, Johns Hopkins School of Medicine
- 2014 Mentor of the Year Award, Department of Epidemiology and Public Health, University of Maryland Baltimore

Published Scientific Work

Currently, there are 173 peer reviewed publications in my bibliography, they may be viewed at:

<http://www.ncbi.nlm.nih.gov/myncbi/collections/bibliography/47968003/>

University Faculty Profile

<http://www.medschool.umaryland.edu/profiles/Stine-O-Colin/>

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **February 21, 2019**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interview/Appointment to the Jefferson County Board of Zoning Appeals – one three-year term ending January 1, 2022 – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 21, 2019, or as soon thereafter as the Commission may decide:

Board of Zoning Appeals -one three-year term ending January 1, 2022, one unexpired term ending January 1, 2020 and one unexpired term ending January 1, 2021 and three alternate positions expiring January 1, 2020, 2021, and 2022, respectively.

Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to the Board.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 pm the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON:

PLEASE ADVERTISE ON:

February 7 and February 14

THANKS - JEFFERSON COUNTY COMMISSION

Jeffrey C. Bannon

8036 Shepherdstown Pike
Shepherdstown, WV 25443
jeffrey.bannon@gmail.com
304-876-1526

January 24, 2019

Ms. Jessica Carroll
Executive Administrative Assistant
Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

Dear Ms. Carroll:

Thank you for your letter of January 23 concerning my term on the Board of Zoning Appeals.

I will continue to serve until the Commission makes appointments, and I would like to be considered for another term.

Yours,

A handwritten signature in black ink, appearing to read 'Jeffrey C. Bannon', written in a cursive style.

Jeffrey C. Bannon

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **February 21, 2019**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Interview/Appointment to the NEREMS, Inc. Board– one two-year term ending October 31, 2021 – Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 21, 2019 or as soon thereafter as the Commission may decide:

North Eastern Regional EMS, Inc. - one two-year term ending October 31, 2021.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 pm on the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

SPIRIT OF JEFFERSON

PLEASE ADVERTISE ON:

February 6 and February 13

Thanks - JEFFERSON COUNTY COMMISSION

February 12, 2019

R. M. (Pete) Kelley
141 Sand Piper Lane (P. O. Box 1257)
Shepherdstown, WV 25443
Email – wvkelley@frontiernet.net

Jefferson County Commission
124 East Washington Street (P. O. Box 250)
Charles Town, WV 25414
Attn: Jessica Carroll, Executive Administrative Assistant

Dear Ms. Carroll,

Per the advertisement of the appointment to the NEREMS, board, I hereby request that I be considered for appointment. I have served on said board in several positions, which requires my traveling to various counties in the WV Eastern Panhandle to attend their meetings. I believe that my years of experience in the EMS and Fire service as well as my many years experience serving on different boards, both at the county level and the individual fire company levels demonstrates my qualifications.

I hold an RN degree from Shepherd College, and am also a certified paramedic. I retired from Summit Point Raceway, where I was the EMS/SAFETY Director for sixteen years. They provided EMS service to their own motorsport events and the various government agencies that trained there. Note: They had seven ems units and other rescue units needed to cover their events.

I believe my knowledge and experience while serving on prior NEREMS, Inc. board has proven to be beneficial to the board and the regional EMS services . Please advise when the interviews are to be held . I thank you in advance for your attention to my request.

Sincerely,


R. M. (Pete) Kelley

CC; Commissioners Noland, Tabb, Compton, Hudson, Lorenzetti

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: Feb. 21, 2019

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date:

Subject (Wording to be placed on agenda):

MARC Train Resolution

Please provide the County Commission with a description of your request or presentation, including any background information:

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

Move to adopt a resolution urging the WV Legislature and the WV Governor to meet with Maryland leadership to discuss future funding for the WV extensions of the MARC train.

Are documents attachments? Yes NoX

If not, explain:

Is a projector needed? Yes No X

Contact information:

Email address: _____

Phone number: _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **February 21, 2019**

If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Please provide the County Commission with a description of your request or presentation, including any background information:

1. Discussion of Jefferson County Civil Action #17-C-282. Discussion/Action.
2. Discussion of renewal of County cable franchise agreement and related issues. Discussion/Action.
3. Discussion of Jefferson County Circuit Court Civil Action #18-P-132. Discussion/Action.
4. Discussion of EEOC Charge #533-2018-01557. Discussion/Action.
5. Discussion of Jefferson County Circuit Court Civil Action #18-C-171. Discussion/Action.
6. Discussion of EEOC Charge #533-2017-00706. Discussion/Action.
7. Discussion of Jefferson County Circuit Court Civil Action #18-C-201. Discussion/Action.
8. Discussion of Board of Health septic tank permitting process and procedures. Discussion/Action.
9. Discussion of Jefferson County Circuit Court Civil Action #19-AA-1. Discussion/Action.

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM

www.jeffersoncountywv.org



Name: Jane Tabb

Department or Organization: County Commission

Estimation of amount of time needed for appointment: _____

Date Requested – 1st Choice: Feb. 21, 2019

Date Requested – 2nd Choice: _____

If a specific date is needed, please provide reason for specific date:

Subject (Wording to be placed on agenda):

Court House Complex

Please provide the County Commission with a description of your request or presentation, including any background information:

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

Move to form a small committee (Michelle Gordon, Bill Polk, Stephanie Grove, Commissioner) to study and make recommendations for a possible Court House complex, including funding options.

Are documents attachments? Yes NoX

If not, explain:

Is a projector needed? Yes No X

Contact information:

Email address: _____

Phone number: _____

MEMORANDUM

Jefferson County, West Virginia
Offices of Engineering, Building Permits & Inspections, Impact Fees
and
Ordinance Compliance & Floodplain Management

TO: Jefferson County Commission
Stephanie Grove, County Administrator

FROM: Roger Goodwin, PE, CFM
Chief County Engineer

DATE: January 1, 2019

SUBJECT: **Engineering Offices Quarterly Update Report – 4th Quarter, 2018**

1. Projects Undertaken/Underway:

A. Bonding:

- i) Chapel View Subdivision (03-11) – The developer defaulted on their obligation to complete all the required site improvements for the subdivision. Bond funds in the amount of \$225,638.00 are being held in a bank escrow account for the completion of the required site improvements. The HOA indicated that they want to proceed on their own with obtaining an engineer to bid the project for them. **The HOA is in the process of requesting approval to move ahead on their own.**

- ii) Smith Mountain View Estates Subdivision (02-06) - The developer defaulted on their obligation to complete all the required site improvements for the subdivision. The engineering staff completed a preliminary scope of work and quantities, and cost estimates for completing the site improvements. Bond funds in the amount of \$38,120.00 are being held in a bank escrow account to use toward completing the remaining site work.

A contract was signed with C. Allen Lane Construction, LLC on August 3, 2018, and site work began on August 27, 2018, and is 90% complete as of October 4, 2018. **This project is now complete.**

B. Property Safety Ordinance:

- i) The Property Safety Enforcement Agency board currently has one active complaints/cases. We are working with the property owner to bring the property into compliance. **As of October 4, 2018, the owner has made significant progress in demolishing and removing the dwelling, mobile home and two outbuildings on the property; and removing the junk vehicles.**
- ii) **Received three new complaints that the board will need to investigate.**

C. Ordinance Compliance:

- i) Mason Carter, Ordinance Compliance Officer, is handling approximately 40 active citizen complaints and violations of various ordinances.
- ii) Mason Carter and I are also working with Nathan Cochran, Assistant Prosecuting Attorney, on a response to defendant's request for discovery and preparing for the hearing on an injunction filed in circuit court to halt the creation of a salvage yard, which is a violation of the Salvage Yard Ordinance. The property is located along WV Route 115 (old route 9) on the east side of Kearneysville.

D. Floodplain Management:

- i) Mason Carter is working with the GIS Office to scan all FEMA floodplain Letters of Map Amendment (LOMA) and Letters of Map Revision (LOMR) into the GIS mapping system so the information can be more efficiently obtained by staff and citizens for building permits and flood insurance rate purposes.

E. Impact Fees:

- i) Processing impact fee applications for new construction.

ii) **The Impact Fees Program Specialist prepared the calendar year 2018 annual report and the fiscal year 2020 capital improvement plan, for presentation to the County Commission in February 2019; for the following impact fee entities:**

- **Jefferson County School Board (schools)**
- **Jefferson County Parks & Recreation (parks)**
- **Sheriff (law enforcement)**
- **Emergency Services Agency (EMS/ambulance)**

F. **Building Code:**

- i) Processing building permit applications and performing inspections.
- ii) **Worked with the GIS staff on reducing and removing unnecessary information from all the building permit applications in order to make them less cumbersome and more user friendly. Building Permit forms have been made into fillable pdf documents so permit applicants can fill them out online. This was done as part of the transition to the new “MyGov” digital permit application and workflow management system.**

G. **Other:**

- i) Sink Hole at the Bardane Industrial Park – engineering staff is working with the West Virginia Department of Environmental Protection (WVDEP) on a solution to the sinkhole and waste water treatment plant/lagoon violations. Both are on a parcel of land owned by the Jefferson County Commission.

The WVDEP approved the Lagoon Decommission & Sinkhole Remediation Plan on October 6, 2017. Engineering staff will move forward with advertising a request for proposals (RFP) for a consulting engineering firm to provide design and surveying services for the project.

The County Commission accepted a proposal from Potesta Engineers and Environmental Consultants to engineer the fix to decommission the WWTP lagoon and remediate the sinkhole.

The County Commission signed a contract on July 30, 2018, with Snyder Environmental Services, Inc., to perform the work to decommission the lagoon and remediate the sinkhole. Work began on August 13, 2018. Progress was delayed due to rain and wet weather conditions.

As of December 31, 2018, this project is 97% complete. Only final grading and seeding remains to be completed when weather conditions allow in spring/summer, 2019. The two WVDEP violations no longer exist.

- ii) I am working with Nathan Cochran, assistant prosecuting attorney, on an appeal of the WVDEP order issued to the Emergency Services Agency (ESA), for their facility at 419 16th Avenue in the City of Ranson, by the West Virginia Department of Environmental Protection (WVDEP). The order requires that the ESA bring the site into compliance by applying for an industrial discharge permit for their stormwater runoff from their site. The appeal hearing before the Environmental Quality Board is scheduled for July 27th.

On September 25, 2017, the WVDEP informed us that they want to come to an agreement that will eliminate the violation and the need for an industrial discharge permit for the stormwater runoff from the site. The existing Stormceptor device will need to be modified by the ESA as part of this agreement. As of December 31, 2018, the Engineering office is still waiting on the letter from the WVDEP formalizing the agreement before we move forward with modifying the device.

- iii) Department Restructuring Implementation Plan - continuing to work on the one remaining task necessary to complete the implementation plan.

2. Projects/Training Completed:

- **Completed BRCTC “Cyber Security Tips” training on October 9, 2018.**
- **Completed the West Virginia Local Technical Assistance Program’s “Traffic Calming Techniques” training on October 11, 2018.**
- **Completed the West Virginia State Auditor’s “Seminar for Municipal and County Boards and Authorities” training on October 18, 2018.**
- **Completed the American Society of Civil Engineer’s “Citizen Traffic Related Requests” training on November 29, 2019.**
- **Completed the American Society of Civil Engineer’s “Curtain Wall Primer for Design Professionals” training on December 11, 2019.**

3. Projects Proposed:

- A. Get the land development standard construction details updated and put into a digital/AutoCAD format, to supplement the requirements of the Subdivision, Zoning, and Stormwater Management ordinances.

4. Items Requiring Commission Attention:

None at this time.

Note: The projects noted above are in addition to maintaining the daily operations of the Office of Building Permits & Inspections, the Office of Impact Fees, administering the land development bonding process, performing land development inspections, performing land development plan reviews for the Planning Commission, administering floodplain management, investigating citizen complaints and carrying out ordinance compliance efforts, and completing statutory continuing education and certification requirements, etc.

S:\engineering\Engineering\ENGINEERING\County Commission - Quarterly Reports\2018 4th Quarter\2018 4th Engineering Quarterly Report 02-01-2018.doc

Jefferson County GIS/Addressing Office

DEPARTMENTAL MEMORANDUM

TO: Roger Goodwin, EPZ Director and Chief County Engineer
FROM: Todd Fagan, GIS Manager
DATE: January 25, 2019
SUBJECT: GIS Office Quarterly Update Report- 2018, 4th Quarter



1. PROJECTS COMPLETED

- a. Training: Intro to Blue Beam digital plan review software – 11/19/18
 MyGovernmentOnline Planning & Zoning Module implementation – 12/17 through 12/20/18
 ESRI ArcGIS Open Data training for public access to authoritative government data
- b. General Staff Support

Agency	Request for service
JC Emergency Communications	Updated CAD mapping data each month, Troubleshoot CAD/Mapping issues, Closed 7 CAD Mapping Support Tickets. Created "CAD down" backup map for dispatchers. Tested non-hydranted, or "K" box, areas for Fire Response, to be activated in February. Modelled long-term road closure (July-Oct) due to bridge work on Kabletown Rd. Field GPS'd 10 structure foundations, mapped 62 new addresses and 1 new road.
JC IT	Attended monthly IT squad meetings. Researching and implementing ESRI ArcGIS SaaS Open Data capabilities to transform community engagement and make it possible for the public to discover and share authoritative data. Moved license server to JCC IT domain. Upgraded ArcGIS software to latest version 10.6.1 supported by CAD.
MyGovernmentOnline (permitting, planning, zoning, & code enforcement portal)	Multiple tasks completed including: Processed 143 permits and issued 30 U&O's; Closed out 13 of 14 requests for support and enhancements. Implemented Planning & Zoning module to create new land development applications, track the review cycle, create form letters, and accept credit card fees. Prepared permit applications as fillable PDFs for online digital submissions. Tax Appraisers accessing the system no longer require permit hardcopies. Eliminating over 5000 copies per year saves money on paper, copier services, and staff time.
JC PZ&E	Updated and recorded 2018 Zoning Map. Updated online staff research map, including aerial photos. Updated department websites. Conducted staff reviews of 15 Pre-Proposal Conferences, 1 Site Plan, 1 Concept Plan, and 6 Final Plats that impact 911 addressing. Back-scanned 194 ILP permit files (2015). Created a permit reference layer for GIS, linking old permit scans to 435 address points (ongoing project).
JC Commission	Performed employee performance reviews
JC Clerk	Updated online Election map with latest elected officials
JC FPB	Conservation Easement Updates (Moler Farm)
JC HLC	Assisted with TA Lowery butterfly waystation map
JC Schools	Provided historical residential growth data
JC SO	Confirmed question regarding Summit Point Elevation
JC EDA	Cost per acre property analysis
Public	Handled routine requests from Public re: address verification. Addressing Ordinance interpretation re: re-addressing and appeals. Road sign maintenance: (9 repairs/replacements, 12 new installations).
Charles Town	Re-addressed apartments with input from Public Safety and USPS
Harpers Ferry/Bolivar	Follow up on Address Compliance Project, field check final 104 outstanding cases.
Shepherdstown	Addressing Sage Place Commons as new units are constructed
Co 3 SVFD	Custom map of Shepherd University campus

PROJECTS IN PROGRESS

- c. 911 CAD Ongoing technical support for CAD and continued adjustments to modelled data extraction, compilation workflows, mapping content, quickest routing services, address record maintenance, etc.
 - i. Working with 911 Deputy Director and Dispatcher/Addressing Committee to resolve searching issues.
 - ii. Planning a new CAD Flex Mapping module upgrade
- d. IT initiatives
 - i. New open data downloads for the public.
 - ii. Training in latest GIS software trends, ArcGIS Pro, Story Maps, Survey123, to make websites more modern, dynamic and user friendly.
- e. MyGovernmentOnline Permitting Software and Content Management System
 - i. Using Blue Beam digital plat review for staff collaboration, comments and communication with customer.
 - ii. Staff is examining legacy Act! permit database and P&Z databases for import into MyPermitNow.
 - iii. Staff have confirmed WV State Code allows for electronic receipt of signatures and digital storage of land development records.
 - iv. Created a permit reference layer for GIS, linking old permit scans to 435 address points (ongoing project).
 - v. Upcoming tasks; a) Import legacy permit database to MyPermitNow, b) automate database backups to local server, c), investigate a routing tool for inspectors, d) integrate State contractor database with permitting system, e) online applications, and f) reach out to architects, engineers, and developers regarding digital submission of plans vs. paper copies.
- f. US Census Bureau's Local Update of Census Addressing (LUCA)
 - i. Performing 2018 Boundary Annexation Survey

2. COMMISSION SHOULD BE AWARE OF:

- i. Nothing at this time

Jefferson County GIS/Addressing Office

DEPARTMENTAL MEMORANDUM

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 - i. Using Blue Beam digital plat review for staff collaboration, comments and communication with customer.
 - ii. Staff is examining legacy Act! permit database and P&Z databases for import into MyPermitNow.
 - iii. Staff have confirmed WV State Code allows for electronic receipt of signatures and digital storage of land development records.
 - iv. Created a permit reference layer for GIS, linking old permit scans to 435 address points (ongoing project).
 - v. Upcoming tasks; a) Import legacy permit database to MyPermitNow, b) automate database backups to local server, c), investigate a routing tool for inspectors, d) integrate State contractor database with permitting system, e) online applications, and f) reach out to architects, engineers, and developers regarding digital submission of plans vs. paper copies.
- f. US Census Bureau's Local Update of Census Addressing (LUCA)
 - i. Performing 2018 Boundary Annexation Survey

2. COMMISSION SHOULD BE AWARE OF:

- i. Nothing at this time

**NOTICE OF SPECIAL SESSION
JEFFERSON COUNTY COMMISSION**

There will be a Special Session of the Jefferson County Commission on Tuesday, February 26, 2019 at 6:00 p.m. in the County Commission meeting room located at the Old Charles Town Library 200 E. Washington Street, Charles Town, West Virginia 25414.

The purpose of this Special Session is to interview applicants for the appointments to the Jefferson County Development Authority.

The public is invited to attend.

**By the Order of the Jefferson County Commission
Patricia A. Noland, President**

**NOTICE OF SPECIAL SESSION
JEFFERSON COUNTY COMMISSION**

There will be a Special Session of the Jefferson County Commission on Wednesday, February 27, 2019 at 6:00 p.m. in the County Commission meeting room located at the Old Charles Town Library 200 E. Washington Street, Charles Town, West Virginia 25414.

The purpose of this Special Session is to interview applicants for the appointments to the Jefferson County Development Authority.

The public is invited to attend.

**By the Order of the Jefferson County Commission
Patricia A. Noland, President**

**NOTICE OF PUBLIC HEARING
COUNTY COMMISSION OF JEFFERSON COUNTY
AMENDMENT TO THE IMPACT FEES PROCEDURES ORDINANCE**

The County Commission of Jefferson County will hold a public hearing concerning the Draft Impact Fee Ordinance on Thursday, March 7, 2019 at 1:30 p.m. in County Commission meeting room located at the Old Charles Town Library Meeting Room on the ground floor of the Library, 200 East Washington Street, Charles Town, WV 25414.

The purpose of this public hearing is to gather public input on the Impact Fees Procedures Ordinance - Proposed Ordinance Amendment to the Affordable Housing Discount.

Review of the documents are available at the following website:
www.jeffersoncountywv.org

Anyone wishing to provide comment may do so at this meeting or by email at info@jeffersoncountywv.org.

The public is invited to attend.

By Order of the County
Commission of Jefferson County
Patricia A. Noland, President

To: Jefferson County Officials and Community Members
From: Concerned Citizens of Boonsboro, Maryland
Subject: Opposition Statement on Rockwool Plant Proposed for Jefferson
County, West Virginia
Date: 31 January 2019

We, the citizens of Boonsboro, Maryland, strongly oppose the Rockwool plant that has been proposed for Jefferson County, West Virginia.

We understand this plant could possibly emit toxic particulate matter into the air to within 35 miles of the plant. Boonsboro is 17 miles from Ranson, WV, site of the plant. Many of the toxins projected to be released into the air are potentially poisonous or carcinogenic. This pollution could greatly affect air quality for our children, elderly and compromised individuals sensitive to toxic chemicals. Visibility could be greatly diminished from the top of our Washington Monument due to proposed 20-story smokestacks and particulate matter emanating from them. Presently, one can see as far away as West Virginia from this historical monument. Particulate matter could reduce air quality for local parks that attract tourism.

There are many organic farms and gardens in our area. These crops would likely be affected in an adverse way, contaminating the soil. Toxins affect bees, and bees are essential for pollination of many of our food crops.

The water quality of our beloved Potomac River and nearby streams and wetlands could also be affected, along with the habitat they support. Rockwool intends to withdraw 125,000-500,000 gallons of water per day during production. As we already know, underground karst geology is present in this area and VERY sensitive to disruption.

Although the exact route(s) of rock transportation is unknown, trucks could rumble through Boonsboro, a main thoroughfare to West Virginia. Our town cannot support these trucks and does not want the noise pollution these trucks would likely produce. Our historic "sleepy" town would like to remain "sleepy."

It is critical that Jefferson County officials immediately pause work at the site and conduct an independent review of the permit, plant operations and the environmental impact to the ENTIRE region, both in West Virginia AND Maryland. The Rockwool executives should work with and not against the communities it affects. Until that time, we, the undersigned, oppose construction of this plant.

(OVER...)

Name/Address	Name/Address
• Janeen Solberg	• Kathy Vesely
140 S. Main St.	101 Redfern Pl.
Boonsboro, MD 21713	Boonsboro, MD 21713
- J Solberg Renee Eliss	Kathy Vesely
• 144 S. Main St.	• Leah Grasso
Boonsboro, MD 21713	37 Saint Paul St.
	Boonsboro MD 21713
• Ana Solberg	Leah Grasso
140 S Main St	
Boonsboro MD 21713	• Danell Jones
Ann S Inger	40 Saint Paul St
	Boonsboro MD 21713
• Jill A Dams	Jill A Dams
3 Red Fern Place	
Boonsboro, MD 21713	• Amy H. Jones
• Laura Schmackenberg	40 Saint Paul St.
Laura Schmackenberg	Boonsboro, MD 21713
104 Fishing Creek LN	• Susan Simonson
Boonsboro, MD 21713	Susan Simonson
• Michel P. Schmackenberg	20464 Beaver Creek Rd
104 Fishing Creek Ln	Hagerstown, MD 21740
Boonsboro MD 21713	Mike

BOONSBORO CITIZENS OPPOSED TO ROCKWOOL PLANT-1/2019

original

Name/Address	Name/Address
<i>Barbara B Wetzel</i>	
BARBARA B WETZEL	
112 DELLA LN. BOONSBORO, MD 21713	
<i>Cathy Beeler Cathy Beeler</i>	
20653. Benevola Church Rd. Boonsboro, MD 21713	



FEMA

November 30, 2018

The Honorable Josh Compton
President, County Commission
Jefferson County
P.O. Box 250
Charles Town, West Virginia 25414

Dear Mr. Compton:

The Federal Emergency Management Agency (FEMA) has completed our review of the Jefferson County's Hazard Mitigation Plan, based on the standards contained in 44 Code of Federal Regulations (CFR), Part 201, as authorized by the Disaster Mitigation Act of 2000 (DMA2K). These criteria address the planning process, hazard identification and risk assessment, mitigation strategies and plan maintenance requirements.

The plan received a "satisfactory" rating for all required criteria and is approvable pending adoption. However, prior to formal approval, each participating jurisdiction in Jefferson County's Hazard Mitigation Plan is required to provide FEMA with a resolution of adoption.

We commend you for your dedication demonstrated in supporting the DMA2K and Jefferson County's commitment to reduce future disaster losses.

If you have questions, please contact Kathryn Lipiecki, Chief, Risk Analysis Branch, at (215) 931-5655.

Sincerely,

A handwritten signature in blue ink, reading "April Cummings", with a long horizontal stroke extending to the right.

April Cummings, Director
Mitigation Division
FEMA Region III


Enclosure

cc: Brian M. Penix, State Hazard Mitigation Officer, West Virginia DHSEM
Lonnie Bryson, Office Manager/Disaster Grants Coordinator, West Virginia DHSEM
Stephen S. Allen, Director, Department of Homeland Security and Emergency Management,
Jefferson County

Local Mitigation Plan Review Tool Annex Recommendations for Improvement



FEMA Region III

<p>Jurisdiction: Jefferson County</p>	<p>Title of Plan: Jefferson County HMP</p> <p>Date of Plan: November 2018</p>																				
<p>Element A: Planning Process</p>																					
	<table border="1"> <tr> <td data-bbox="391 1572 469 1656"><input type="checkbox"/></td> <td data-bbox="391 81 469 1572">Promote open and inclusive public awareness of the Hazard Mitigation Plan and seek public comment by utilizing social media and online outreach opportunities.</td> </tr> <tr> <td data-bbox="469 1572 547 1656"><input checked="" type="checkbox"/></td> <td data-bbox="469 81 547 1572">Create an Executive Summary that can be used for outreach to citizens, elected officials and the media.</td> </tr> <tr> <td data-bbox="547 1572 625 1656"><input type="checkbox"/></td> <td data-bbox="547 81 625 1572">Expand the planning team to include a broad range of stakeholders such as watershed organizations, business owners, regional planning councils, conservation districts, academia, utility providers, and other partners that can assist with mitigation implementation and community outreach.</td> </tr> <tr> <td data-bbox="625 1572 703 1656"><input type="checkbox"/></td> <td data-bbox="625 81 703 1572">Add detail to how the Plan was prepared and who was involved in the planning process. Include contact information, position held by participant, methodologies, and detail of how and from whom data was collected. This information will streamline next update and help you focus on improvements and implementation.</td> </tr> <tr> <td data-bbox="703 1572 781 1656"><input type="checkbox"/></td> <td data-bbox="703 81 781 1572">Consider engaging the local media to help increase public awareness and participation.</td> </tr> <tr> <td data-bbox="781 1572 859 1656"><input type="checkbox"/></td> <td data-bbox="781 81 859 1572">Standardize long-term monitoring of hazard-related activities, integrate mitigation principles into community officials' daily job responsibilities and department roles, and maintain momentum through continued engagement and accountability in the Plan's progress during the five-year planning cycle. Share reviews with state and FEMA for training, funding, and mitigation actions.</td> </tr> <tr> <td data-bbox="859 1572 937 1656"><input type="checkbox"/></td> <td data-bbox="859 81 937 1572">Include documentation of the annual Plan review meetings that should occur over the next five-year planning cycle. Sign-in sheets, agendas, meeting minutes, and progress reports can be added to an appendix.</td> </tr> <tr> <td data-bbox="937 1572 1015 1656"><input checked="" type="checkbox"/></td> <td data-bbox="937 81 1015 1572">Integrate and incorporate the mitigation strategy into existing local planning mechanisms and provide documentation about how this was done. Utilize the document 'Plan Integration: Linking Local Planning Efforts' to step through the process of connecting local planning mechanisms. The mitigation strategy should be incorporated into the local comprehensive Plan in a way that informs land use and future development.</td> </tr> <tr> <td data-bbox="1015 1572 1092 1656"><input type="checkbox"/></td> <td data-bbox="1015 81 1092 1572"></td> </tr> <tr> <td data-bbox="1092 1572 1170 1656"><input type="checkbox"/></td> <td data-bbox="1092 81 1170 1572"></td> </tr> </table>	<input type="checkbox"/>	Promote open and inclusive public awareness of the Hazard Mitigation Plan and seek public comment by utilizing social media and online outreach opportunities.	<input checked="" type="checkbox"/>	Create an Executive Summary that can be used for outreach to citizens, elected officials and the media.	<input type="checkbox"/>	Expand the planning team to include a broad range of stakeholders such as watershed organizations, business owners, regional planning councils, conservation districts, academia, utility providers, and other partners that can assist with mitigation implementation and community outreach.	<input type="checkbox"/>	Add detail to how the Plan was prepared and who was involved in the planning process. 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<input type="checkbox"/>																					

Local Mitigation Plan Review Tool Annex Recommendations for Improvement



Element B: Hazard Identification and Risk Assessment

<input type="checkbox"/>	Compare National Flood Insurance Program (NFIP) Insurance Policies in Force with insurable structures in the Special Flood Hazard Area (SFHA) for analysis of flood insurance coverage.
<input type="checkbox"/>	Identify historic properties and/or cultural resources being incorporated into the Plan. Include a list of team members and stakeholders who participated in the planning process; the results of the risk assessment and loss estimation; mitigation goals and objectives aimed at reducing or avoiding the effects of natural and manmade hazards; mitigation actions that will help the Tribe, State, region, or community accomplish the established goals and objectives; and implementation strategies that detail how the mitigation actions will be executed.
<input type="checkbox"/>	Incorporate and document new data obtained and/or developed into the next Plan update. Vulnerable structure data (i.e., lowest floor elevation, value, building materials) and other similar information can be used for mitigation grant applications. Be sure to document differing data sets (i.e. TEIF vs. HAZUS).
<input checked="" type="checkbox"/>	Consider using Non-Regulatory Flood Risk products (NRRFP) to establish opportunities for discussion with local officials to attain a greater understanding of specific structure's vulnerabilities within the planning area and potential mitigation opportunities.
<input type="checkbox"/>	Identify gaps or inaccuracies in existing data (i.e., such as natural hazards data, GIS mapping, and research on successful risk reduction methods) and develop mitigation actions to fill those gaps. Public agencies, such as regional planning agencies, geological surveys, forestry divisions, emergency management offices, dam safety agencies, and weather service offices, at the regional, State, and Federal government levels are key resources for data and technical information. Online resources, such as the National Climatic Data Center (part of NOAA), are also useful sources for hazard-related data.
<input type="checkbox"/>	Provide more detailed citations for data sources used for tables, figures, and assessments which inform the risk and vulnerability analyses. In addition to validating the assessment, this will also make the next Hazard Mitigation Plan update easier.
<input type="checkbox"/>	Assess the potential impacts of future conditions, such as changes in population, land use, weather, and natural disaster frequency and severity. Include a discussion about how changing conditions could impact long-term community resilience.
<input type="checkbox"/>	Consider profiling additional hazards based on the State Hazard Mitigation Plan or other identified risks.
<input type="checkbox"/>	

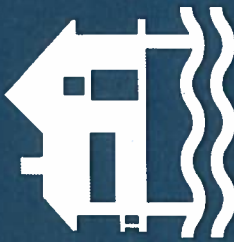


Local Mitigation Plan Review Tool Annex Recommendations for Improvement



Element C: Mitigation Strategy

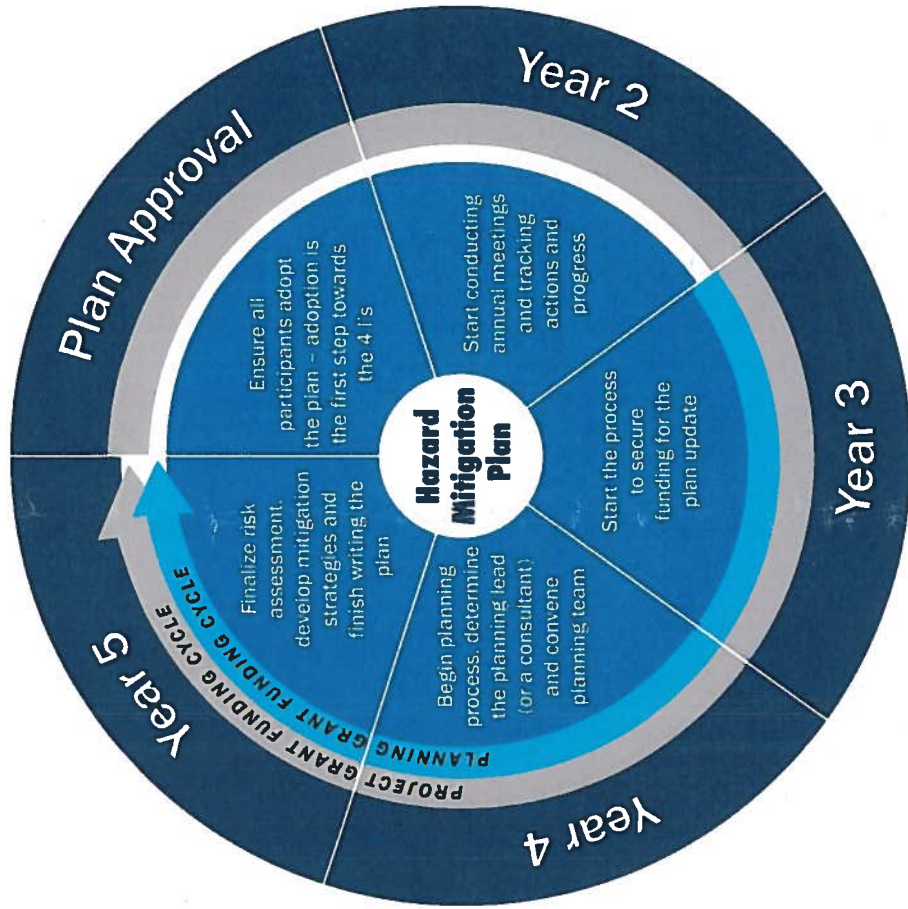
<input checked="" type="checkbox"/>	<p>Include detailed information on how each community manages the NFIP to ensure compliance with the local floodplain ordinance. Each floodplain manager should complete the NFIP Survey to identify how their communities are continuing to comply with floodplain requirements and regulations.</p>
<input checked="" type="checkbox"/>	<p>Increase community-level interactions and risk-based discussions, by improving descriptions and connections between the outcome of the risk assessment/vulnerability analysis with non-regulatory Flood Risk Products and the mitigation strategy. Content should flow from problem identification (risk/vulnerability) to mitigation strategy (goals/objectives/actions).</p>
<input type="checkbox"/>	<p>Incorporate the four overarching hazard mitigation techniques (Local Plans and Regulations; Structure and Infrastructure; Natural Systems Protection; and Education and Awareness). Ensure the mitigation action plan includes actions that fall under all four categories to achieve a more robust mitigation strategy.</p>
<input type="checkbox"/>	<p>Provide specific information about why mitigation actions could not be completed (funding, staffing, political, etc.) to help document barriers or obstacles to successful implementation.</p>
<input checked="" type="checkbox"/>	<p>Section 4.2 "Implementation through Existing Programs" shows great strides in truly understanding each jurisdiction's capabilities. Showing actually connections between hazard mitigation and municipal/county comprehensive plans is fantastic and shows the County is serious and committed to disaster risk reduction. It would be great to see a similar connection made for each of your identified "capability" areas.</p> <p>"Fiscal Capability:" Consider financial opportunities and grants outside of the federal family and state programs. Numerous foundations and non-profits frequently offer grants that communities can use to pursue physical projects, design, outreach, research, and monitoring and evaluation across a variety of resilience activities.</p>
<input type="checkbox"/>	
<input type="checkbox"/>	



Local Mitigation Plan Review Tool Annex Recommendations for Improvement


Element D: Plan Review, Evaluation, and Implementation

<input type="checkbox"/>	<p>Utilize the 5-Year Planning Wheel, which reflects the continuous development, implementation and enhancement of your Hazard Mitigation Plan.</p>
<input type="checkbox"/>	<p>Submit annual progress reviews and plan discussion to state and FEMA</p>
<input checked="" type="checkbox"/>	<p>The future land use guide map on page 50, from the Jefferson County 2035 Comp Plan shows a substantial increase in residential development, especially along the Shenandoah River. The land is showing to be potentially converted from agricultural land and open space to low-density residential. There should be an analysis of how this future development lines up with current FIRM and impact to the SFHA, as these areas are more intensely developed. Highly Recommend doing a build-out analysis and how current floodplain management plans and regulations will reduce the risk that future development will likely increase.</p> <p>Each municipality has a brief description of development activity which is great. Recommend including a table of information of number of building permits to track development county-wide and also within the SFHA. This will help establish baselines and measure how future development is weighed against known and future risks.</p>





Local Mitigation Plan Review Tool Annex Recommendations for Improvement

	<input type="checkbox"/>
Additional Comments	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

--

Sandra McDonald

From: WebmastervJCC <webmaster@jeffersoncountywv.org>
Sent: Monday, February 04, 2019 12:39 PM
To: JCCInfo
Subject: Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

Form Name: County Commission Contact
Date & Time: 02/04/2019 12:38 PM
Response #: 817
Submitter ID: 3768
IP address: 172.77.242.84
Time to complete: 4 min. , 54 sec.

Survey Details

Page 1

1. Name

Margaret Woelkers

2. Email

wwwoelkers@frontier.com

3. Questions or Concerns

Dear Jefferson County Commissioners:

We wish for you to take under consideration, an ordinance similar to the Martinsburg drug house ordinance for Jefferson County. Links to the information about Martinsburg's drug house ordinance are listed below. We feel an ordinance like this will benefit Jefferson County, just as it has helped Martinsburg.

<http://martinsburgpd.org/downloads/MartinsburgDrugHouseOrdinance.pdf>

<http://www.martinsburgpd.org/property-owner-ordinances>

Yours sincerely,
Margaret Woelkers

4. Would you like to receive email notifications from Jefferson County?

Yes

Thank you,
Jefferson County Commission, WV

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

AN ORDINANCE AMENDING THE CITY OF MARTINSBURG CODE, PART 5, GENERAL OFFENSES CODE, CHAPTER 5, ADMINISTRATIVE, BY ADDING ARTICLE 552, DRUG AND GANG HOUSES, HOUSES OF PROSTITUTION AND OTHER DISORDERLY HOUSES, SECTION 552-01 TO SECTION 552.03.

Section 552.01 Drug and Gang Houses, Houses of Prostitution and Other Disorderly Houses.

(a) Any premises used for prostitution; illegal gambling; illegal possession, storage, or delivery of or trafficking in controlled substances, or other illegal drug activity; is hereby declared to be a public nuisance; provided that no public nuisance or violation of this section shall be deemed to exist unless:

- i. the property is used for two or more such offenses or incidents within any twelve month period,
or
- ii. the offense for which the property is used is punishable by imprisonment for one year or more.

(b) Any person who owns, manages or controls any premises and who

- i. encourages or permits an illegal activity described in subsection (a) to occur or continue on such premises; or
- ii. fails to implement reasonable and warranted abatement measures identified in the notice issued pursuant to section 552.02, or subsequently agreed to, or other abatement measures which successfully abate the nuisance within the 30-day period following the notice, or within any other agreed upon period, shall be subject to a fine according to the schedule set forth in section 552.03.

Section 552.02 Order of Abatement

(a) The Chief of Police, City Engineer, or other authorized representative of the city may bring an action to abate a public nuisance described by this section in a Martinsburg Municipal Court.

(b) The Chief of Police, City Engineer, or other authorized representative of the city shall issue an order of abatement upon a finding of liability under this section.

(c) The order of abatement shall require the defendant to take measures reasonably calculated to prevent the recurrence of the illegal activity.

(d) The order of abatement may also authorize the issuance of search warrants reasonably calculated to determine whether the nuisance has been abated or whether the order of the court has been obeyed.

Section 549.02 Penalty

(a) Each day that a violation of this section continues shall be considered a separate and distinct offense.

i. No person shall be found in violation of 552.01 (b)(ii) unless the city proves by a preponderance of the evidence that the abatement measures were reasonable and warranted, and that the defendant knowingly failed to implement them.

ii. A person may be found in violation of (b)(i) or (b)(ii) of section 552.01 regardless of whether an order of abatement is issued under section 552.02 or in violation of 552.01 (b)(i) regardless of whether a notice has been given under section 552.02 . A fine in accordance with subsection (c) may be assessed by the Martinsburg Municipal Court.

(b) Upon a finding of liability under this ordinance, the defendant shall be fined: not less than \$100.00 and not more than \$1,000.00 per offense.

Be it further Ordained by the City Council of the City of Martinsburg that this Ordinance shall take effect upon the date of adoption.

Introduced: _____

Adopted: _____

THE CITY OF MARTINSBURG, WEST VIRGINIA, a Municipal corporation

By: _____
_____ Mayor

Attest:

_____, City Recorder